



Information Technology Department
Computer Systems and Services
Acknowledgement of Responsibility

SESS FORM D

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I, _____, recognize and understand that South Florida Water Management District (the "District") IT Resources, including but not limited to computers, telephones, radios, mobile phones and other communication systems and devices, are the property of the District, and should be used for the purposes of conducting bona fide District business only.

No remote access technology or device is to be attached to District IT Resources or the information technology systems infrastructure to effect access without the express authorization of the IT Department Director or Information Technology Senior Advisor or their duly authorized delegates.

Any contractor or vendor who uses District equipment and/or works on District premises, property or facilities must comply with District policies and regulations currently in effect. **I recognize and understand that non-District equipment or other resources used by me to connect to District IT Resources, systems or services will be subject to the same laws, rules and regulations as District-owned IT Resources.** Without limitation thereto, I acknowledge that I have received and reviewed the following:

- ✓ Drug-Free Workplace Rule
- ✓ Standards of Conduct and Corrective Action Policy
- ✓ Equal Employment Opportunity Policy
- ✓ Whistle-Blowers Policy
- ✓ IT and Telecommunications Acceptable Use Policy
- ✓ Information Technology Security Policy
- ✓ Electronic Mail Policy

In the course of conducting business with the District, contractors and vendors must be aware of and comply with the State of Florida Public Records Law (Chapter 119, Florida Statutes), the Government-in-the-Sunshine Law (Chapter 286.011, Florida Statutes) and the Code of Ethics, Chapter 112, Florida Statutes). Summaries of the Public Records Law and the Sunshine Law are available from the District's Office of Counsel Web site, and a copy of the Code of Ethics will be provided upon request.

I am aware that District IT Resources are the property of the District, and as a result, I have no right to privacy or expectation of privacy when using and/or connecting to District IT Resources. I am aware that the District may audit, access and review all data and/or communications transmitted through or residing on District IT Resources or any equipment or resources attached thereto, including e-mail and voicemail messages, at any time. I am aware that use of passwords or encryption does not restrict the District's right to access or disclose such communications, and that the District shall disclose the information to third parties as required by law.

When authorized to do so I accept all risks and responsibilities associated with using and/or connecting non-District resources or equipment to District IT Resources. **In regard to such non-District resources or equipment, I agree to the following:**

- ✓ In the event of a security breach, I authorize the District to take immediate action to reduce the District's exposure.
- ✓ I further authorize the District to perform inspections as deemed necessary to ensure the safety and security of District data and/or IT Resources, and to ensure that any software or other similar intellectual property is duly licensed for use.
- ✓ I understand the District will require virus-detection software in accordance with its own specifications, and I agree to comply.
- ✓ I indemnify and hold the District harmless from theft or damage incurred while on District properties or premises.



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Information or Work Products or related derivative works that are developed by me specifically for the District, whether or not reduced to writing by me, constitute Works-Made-for-Hire to the extent permissible by law and will become the sole property of the District, including all intellectual property rights thereto. The District claims sole ownership and rights to all such materials.

I, acknowledge that I have read and understand the above, and agree to accept the terms and conditions as a stipulation of my employment or contractual obligations to the South Florida Water Management District (the "District"). I am aware that if I violate these mandates, penalties may include disciplinary action up to and including termination of my employment or contract with the District, and the District may pursue whatever legal remedies are available to it.

Signature of Vendor's Authorized Representative

Contractor's Signature

Printed Name

Printed Name

Date Signed

Date Signed



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DEFINITIONS

IT Resources:	The systems or supporting infrastructures relating to or used by information technology equipment, including Telecommunication Devices, Telecommunication Services, equipment or interconnected systems used in the development, automatic acquisition, storage, display, manipulation, management, transmission or reception of data.
Public Records:	<p>Chapter 119.011(1), Florida Statutes (Definition): Public Records means, "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."</p> <p>Florida Supreme Court (Definition): "Any material prepared in connection with official agency business which is intended to perpetuate, communicate or formalize knowledge of some type."</p>
Telecommunication Devices:	Telephony (receiver) sets, wireless telephones, pagers, radios, personal communication devices (i.e., personal digital assistants (PDAs)), laptops/PCs, video conferencing devices, facsimile machines, etc., with on-site or remote access to District telecommunications systems and data.
Telecommunication Services:	Wireless phone service carriers, LAN/WAN equipment and facilities, voice (telephone) service carriers (local and long distance), microwave network equipment and facilities, computer data, telecommunications services, etc.
Work Products:	All results of work performed, including documents, technical reports, research notes, scientific data, computer and source and object code, processes, designs, formulae, techniques, work in progress, etc., in draft and final form.
Work(s)-Made-For-Hire:	Work Products resulting from the obligations of employment or requirements under a contract or agreement to perform work.